MAILING INSTRUCTION FORM

PO Box 41050 Olympia WA 98504-1050

(please print)			
AGENCY	PO BOX NO.	DATE	
CONTACT PERSON	PHONE NO.		

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JOB NO.	Insert jobs: Fold	□ Label □ E	Burst 🗖 Tri	m No. of pieces per e	nvelope	(Please provide a sa	ample of the finished job.)
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Consolidated Mail Services MAILING INSTRUCTION FO PO Box 41050 Dlympia WA 98504-1050 ENTER CHARGE BACK CODE	DRM E or PLACE BARCODE LABEL	HERE	(please print) AGENCY CONTACT PERSON		See instruc	n as needed on coloctions for preparing PO BOX NO. PHONE NO.	r paper (no white please). mail on reverse.
Letter-size domestic mail is sent presort un	FEDERAL MAIL			OVERNIGHT MAIL D	ELIVERY	SPEC	IAL SERVICES
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JOB NO.	Insert jobs: ☐ Fold Return extras: ☐ N	□ Label □ E o □ Yes	Burst 🗖 Tri To:	m No. of pieces per e	nvelope	. (Please provide a sa	ample of the finished job.)

Instructions for Preparing Mail

Multiple Letters and Flats

- 1. Separate the mail by charge code number and bundle into the following categories:
 - Same day letters
 - Same day flats
 - Presort letters
 - Presort flats (large envelopes)
 - International mail
 - Special service mail: e.g., certified, insured
 - Campus mail (no mailing instruction form required)
 - Pre stamped (no mailing instruction form required)
 - Insert iobs
- 2. Complete and attach Mailing Instruction Form (this form) for each bundle.
- 3. Place the correct account number on each form.

If you need assistance, please call:

Customer Service	(360) 664-9506
Outgoing Mail Service	(360) 664-9619
Insert Section	(360) 664-9618
Campus Mail Service	(360) 664-9617
Distribution	(360) 664-9616
CMS Supply Line	

Assistance

Washington State Department of General Administration

Division of Transportation, Risk Management and Mail Note: When sending large mailings please notify your driver or call the distribution office.

Instructions for Preparing Mail	Assistance
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